



RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)SCHEDULE  
NO. C-566-3PAGE  
NO. 2

Item	Description	Retention
2.	<u>Major Subdivision</u>	Files will be kept active two (2) years after completion; Retain five (5) years as inactive files, then destroy
A. <u>Plans:</u>	<ul style="list-style-type: none"><li>1. Sketch Plan</li><li>2. Preliminary Plan</li><li>3. Record Plat</li><li>4. Road Construction Drawings</li><li>5. Concept Plan</li><li>6. Variance Petition</li><li>7. Final Development Plan</li><li>8. Planning Board</li></ul>	
B. <u>Correspondence:</u>	<ul style="list-style-type: none"><li>1. Transmittal of plans for review from Office of Planning &amp; Zoning (OP&amp;Z)</li><li>2. Department of Public Works (DPW) comments to OP&amp;Z</li><li>3. Carbon copy of approval/denial/ comments letter (coordination of all County and State agency comments) from OP&amp;Z to developer.</li><li>4. Transmittal from developer's engineer not necessarily coming through OP&amp;Z:<ul style="list-style-type: none"><li>a. Request revision to approved road construction drawings (justification for request and DPW's response)</li><li>b. Request for deviations of standards in Design Manual, Volumes I-IV (justification for request and DPW's response)</li><li>c. Grading or improvement permission from adjacent property owners</li><li>d. Request for exemptions from storm water management requirements with computations</li><li>e. Request for exemption from drainage fee</li><li>f. Water and/or sewer request for extension</li><li>g. Street light layout request for approval to Baltimore Gas &amp; Electric Company including installation and maintenance costs estimates with computations.</li></ul></li></ul>	
C. <u>Studies, Reports and Computations</u>	<ul style="list-style-type: none"><li>1. Flood plain computations and plan</li><li>2. Drainage plan and computations</li><li>3. Storm water management plan and computations</li><li>4. Traffic Study</li></ul>	

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. C-566-3  
PAGE  
NO. 3

Item	Description	Retention
3.	<p><u>Residential Site Development Plan</u> (Single Family Detached and Duplex)</p> <p>A. <u>Plans:</u></p> <ol style="list-style-type: none"> <li>1. Variance Petition</li> <li>2. Site Development Plan</li> </ol> <p>B. <u>Correspondence:</u></p> <ol style="list-style-type: none"> <li>1. Transmittal of plans for review from Office of Planning &amp; Zoning (OP&amp;Z)</li> <li>2. Department of Public Works (DPW) comments to OP&amp;Z</li> <li>3. Carbon copy of approval/denial/ comments letter (coordination of all County and State agency's comments) from OP&amp;Z to developer.</li> <li>4. Transmittal from developer's engineer not necessarily coming through OP&amp;Z:               <ol style="list-style-type: none"> <li>a. Request revision to approved road construction drawings (justification for request and DPW's response)</li> <li>b. Grading or improvement permission from adjacent property owners</li> <li>c. Request for exemptions from storm water management requirements with computations</li> </ol> </li> </ol> <p>C. <u>Studies, Reports and Computations</u></p> <ol style="list-style-type: none"> <li>1. Flood plain computations and plans</li> <li>2. Drainage plan and computations</li> <li>3. -Storm water management plan and computations</li> </ol>	<p>Files will be kept active for two (2) years after completion; Retain two (2) years as inactive file, then destroy</p>
4.	<p><u>Site Development Plans</u> (Commercial, Apartments &amp; Townhouses)</p> <p>A. <u>Plans:</u></p> <ol style="list-style-type: none"> <li>1. Variance Petition</li> <li>2. Road Construction Drawings</li> <li>3. Site Development Plan</li> </ol> <p>B. <u>Correspondence:</u></p> <ol style="list-style-type: none"> <li>1. Transmittal of plans for review from Office of Planning &amp; Zoning (OP&amp;Z)</li> <li>2. Department of Public Works (DPW) comments to OP&amp;Z</li> </ol>	<p>Files will be kept active for two (2) years after completion; Retain five (5) years as inactive file, then destroy</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)SCHEDULE  
NO. C-566-3PAGE  
NO. 4

Item No.	Description	Retention
4.	<p data-bbox="188 261 690 293"><u>Site Development Plans (Cont'd)</u></p> <p data-bbox="188 325 905 1134">3. Carbon copy of approval/denial/comments letter (coordination of all County and State agency's comments) from OP&amp;Z to developer.</p> <p data-bbox="188 459 905 1134">4. Transmittal from developer's engineer not necessarily coming through OP&amp;Z:</p> <ul data-bbox="254 523 905 1134" style="list-style-type: none"><li>a. Request revision to approved road construction drawings (justification for request and DFW's response)</li><li>b. Request for deviations of standards in Design Manual, Volume I-IV (justification for request and DFW's response)</li><li>c. Grading or improvement permission from adjacent property owners</li><li>d. Request for exemptions from storm water management requirements with computations</li><li>e. Water and/or sewer request for extension</li><li>f. Street light layout request for approval to Baltimore Gas &amp; Electric Company including installation and maintenance cost estimates with computations</li></ul>	<p data-bbox="1120 278 1493 470">Files will be kept active for two (2) years after completion, Retain for five (5) years as inactive file, then destroy</p>